

COPY

4-1021

EXECUTIVE OFFICE OF THE PRESIDENT  
NATIONAL SECURITY COUNCIL  
WASHINGTON

May 11, 1953

MEMORANDUM FOR THE NSC PLANNING BOARD

SUBJECT: Designation of Board Assistants

REFERENCE: Memo for NSC from Executive Secretary, subject  
"Recommendations Regarding the National Security  
Council", dated March 17, 1953

It is requested that the State, Defense, Treasury, DMS and ODM Members and the JCS and CIA Advisers of the NSC Planning Board each designate a Board Assistant who, in addition to furnishing the Member or Adviser general assistance within his department or agency, will:

- a. Together with specialists attending on an ad hoc basis, serve as adviser to his Member or Adviser at Planning Board meetings.
- b. Participate regularly in the meetings and other work of the Board Assistants.
- c. Be available to advise the NSC Staff on questions relating to the preparation and distribution of draft reports within his department or agency.

JAMES S. LAY, Jr.  
Executive Secretary